

MONTHLY COMPILATION

DECEMBER 1952

RECORDS MANAGEMENT & DISTRIBUTION BRANCH

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Chief, General Services

5 January 1953

Chief, Records Management & Distribution Branch

Monthly Report of Operations for the period ending  
31 December 1952

A. Personnel:                      On Duty                      Vacancies                      In Process

Office of Chief  
Rec. Mgt. Section  
Rec. Center Section  
Mail Control Section

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1. No. on leave three days or more:

Office of the Chief  
Records Mgt. Section  
Records Center Section  
Mail Control Section

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2. No. on special detail out of office 5. How long?

Records Mgt. Section - 1 Full month  
Records Center Sec. - 2 Full month  
Mail Control Section - 2 Full month

3. Where: Four men in the Far East for microphotography work.  
One man in Transportation Division as full time courier.

4. No. pending resignation, transfer and/or reassignment.

Office of Chief  
Records Center  
Mail Control

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5.

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6. New applicants interviewed 6. Recruited by Personnel 1.  
Recruited by this Office 5.

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7. Remarks.

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E. Administration and Problems:

1. Records Management Section

a. As the result of discussions with the Area Records Officer for the Office of Training, a memorandum was addressed to that office indicating the status of their Vital Materials Program and requesting a reply as to their own "safe area" facilities and the making of current deposits. The Area Records Officer indicated that such a memorandum would aid him in getting action on the problem.

b. Following a discussion with representatives of the Cable Secretariat, Message Center, a memorandum was forwarded proposing a change in the present regulations regarding destruction of copies of cables. The revision included the stipulation that destruction would be authorized in accordance with established legal standards.

c. The purchase of special cabinets for stock was again raised by the Office of Procurement and Supply. As a result of our subsequent discussion with representatives of GSA, it was determined that two of large orders for standard cabinets have been delayed by GSA because of a breakdown in liaison. Action is being taken to correct this situation.

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d. The Office of Procurement has approved use of the filing system advocated by this Branch. Arrangements are being made for our analyst to install the system in the Office of the Chief by 1 January 1953. However, some training of the file clerks will be necessary after that date. It is anticipated that use of the system will be extended to the Division and Branches as time permits. Also, at their request, a survey is being conducted for the purpose of recommending a correspondence control system and the physical location of the files for the entire office.

## 2. Records Center Section

a. FBIS has agreed to storage, in the Records Center, of selected recordings of monitored broadcasts. It has been the practice in the past to forward these recordings to the National Archives.

b. An order from the Air Force for ten copies of all NIS publications was completed. Approximately fifteen man-days were required to fill and record this order which filled 43 mail bags.

c. The following microfilm projects were started and/or completed this month:



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(4) The OCD/ER Master Photo File, Geographics Areas comprising 624 reels of 35mm film was completed 16 December 1952. Filming was started on 11 March 1952.

d. A daily microfilming operation for OCD was started. The material will be brought to [redacted] filmed and returned on the same day. Prior to this time the filming has been done by Reproduction. The change was made to reduce the time necessary for the material to be out of the office.

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## 3. Mail Control Section

a. A courier was assigned a trip to Boston; leaving the evening of the 29 December and returning the morning of 31 December 1952.

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b. The Mail Control Section has assumed the responsibility for fifteen P.O. Boxes previously serviced by FI/RI. It is understood that this is a temporary arrangement pending a change which will provide for the Office of I&S to service all P.O. Boxes used for handling clandestine mail.

c. ORR forwarded approximately one cubic foot of classified Mail Receipt Books to the Records Center for storage.

d. Considering the number of men in process, it would appear that the courier situation will improve in the near future. However, no progress has been made in the last six months with respect to filling the T/O. Although  new men have reported for duty since July, there have been  resignations or transfers.

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e. Because of procurement procedures, it now appears that the two trucks ordered for the courier service will not be available for several months.

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**RECORDS MANAGEMENT AND DISTRIBUTION BRANCH****WORK IMPROVEMENT PROGRAM****DECEMBER 1952**

**Project No. 1 - Rearrange the files and equipment to more efficiently utilize the space assigned for distribution operations. Rearrange and properly index distribution material.**

**Progress to date - A limited supply of the various intelligence reports is maintained in file cabinets with reserve supplies stored in six different vaulted areas. The indexing of this material involves the insertion of typed guides in the file cabinet material and noting the location of all material on the inventory cards. The insertion of the typed guides is about 10% complete but the posting of the location on the inventory cards is approximately 75% complete.**

**Project No. 2 - Insert unbound information reports in indexed folders to facilitate filing and servicing.**

**Progress to date - The project is approximately 50% complete and is being continued as time permits.**

**Project No. 3 - Investigate various methods to reproduce printed material for the purpose of establishing a more satisfactory method of preparing copies of "out-of-stock" information reports.**

**Progress to date - This project has resulted in the approval of a new system. Two types of equipment were ordered which will eliminate the need for filing multiple copies of information reports for supplemental distribution and for using old multilith mats for preparing copies of "out-of-stock" reports. The Ozamatic machine for handling current material is now in operation. Delivery of the Copyfix machine, to be used in reproducing copies of reports printed prior to October, was expected last month but has not yet been received. Operation of the Ozamatic machine has eliminated the need to sort and file multilith mats for future use. However, the principle immediate advantage will not be realized until delivery of the Copyfix equipment, which will eliminate having to print supplemental distribution copies of "out-of-stock" information reports from the old multilith mats.**

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**Project No. 4 - Establish a modern Records Center to store and service the non-current records of the Agency.**

**Progress to date -** To justify the erection or lease of a building adequate for a Records Center, a draft of a staff study has been completed. Also, visits have been made to other Records Centers to observe operation requirements and facilities and the effectiveness of the service.

**Project No. 5 - Prepare and issue written instructions covering all mail and courier operations.**

**Progress to date -** Draft instructions for inclusion in a manual for courier operations were completed but it was felt that more detail was needed. Further action has been delayed because of the pressure of the work.

**Project No. 8 - Survey the Administrative Files to determine whether continued maintenance is justified in view of the limited number of references required, as well as the limited type and amount of material received for filing.**

**Progress to date -** The survey of the Administrative Files is being postponed pending anticipated recommendations resulting from a survey of the records in the Office of the Director and the Deputy Directors. However, this latter survey has been temporarily halted pending a clarification with the affected offices regarding the objectives and extent of the survey.

**Project No. 10- Set up Branch fiscal records and controls which will provide a means for periodic evaluation of fiscal activities.**

**Progress to date -** No action to date.

**Project No. 11- Set up a Records Management program control to provide for periodic evaluation of the various phases of the program.**

**Progress to date -** A proposed Records Management control has been submitted for consideration.

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**Project No. 12-** Revise the courier service to provide for more efficient handling of agency mail.

Progress to date. - A tentative plan now being developed will provide for forward sorting of mail at sub-stations in the buildings which are the source of the largest accumulations. The combining and rescheduling of some of the present regular trips, with provisions for sorting by building while enroute, is also a part of the plan and a requisition is being processed for two trucks suitable for this operation.

Project numbers not listed were shown as completed on previous reports.

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MONTHLY REPORT - MAIL CONTROL SECTION

December 1952

THIS MONTH      TO DATE\*

1. Incoming Mail:

(a) Delivery by Post Office	19,518	120,525
(b) Picked up from Post Office by courier	2,737	13,836
(c) Picked up from City by courier	4,416	20,337 <sup>71</sup>
(d) Letters: Reviewed	5,066	35,800
Recorded	355	3,094
(e) Undeliverable (held in Mail Room)	118	218

32,210

2. Outgoing Mail:

(a) Picked up by Post Office	12,413	70,683
(b) Deposited in Post Office by couriers	7,735	99,402
(c) City deliveries	7,604	33,204
(d) Penalty indicia used		
(1) CIA	1,905	14,408
(2) FBIS	5,678	32,982
(3) SSU	3	19
(e) Postage expended	3,264.70	20,116.71

3. Courier Service

(a) Scheduled Trips	841 <sup>1</sup>	5,544 <sup>1</sup>
(b) Special Trips - within agency	103	396
(1) Delivered by foot	61	240
(2) Delivered by vehicle	42	146
(3) Other agencies	68	491 <sup>877</sup>
(c) Trips outside area	6	23
(1) Total times	59 hrs.	155 hrs. 55mi

4. Files Activity:

(a) Checking courier receipts	19	238
(1) Total times	7 hrs. 15 min.	-38 hr. 30
(b) Requests for Administrative Files	19	144
(1) Requests filled	13	98 25X1
(2) Requests unfilled	6	36

5. Recruitment:

(a) Couriers  
(b) Mail clerks  
(c) Messengers

6. Separations:

(a) Couriers  
(b) Mail clerks  
(c) Messengers

\* The figures in this column will revert to 0 at the beginning of each fiscal year.

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**MICROFILM PROJECTS  
DECEMBER 1952**

	<u>THIS MONTH</u>	<u>TO DATE</u>
<b>1. <u>Projects Pending</u></b>		
a. Entire Records Group	7	<u>      </u>
b. Record Group Accretions	2	<u>      </u>
<b>2. <u>Projects in Process and Completed</u></b>		
a. Entire Records Groups		
(1) In Process	2	<u>      </u>
(2) Completed	5	30
b. Record Group Accretions		
(1) In Process	1	<u>      </u>
(2) Completed	1	24
c. Images Filmed (Total)	148,277	893,553
(1) Rotary Camera	119,452	554,840
(2) Flat bed Camera	28,825	338,713
d. Reels (100 ft.)		
(1) In Process	107	<u>      </u>
(2) To be reviewed	9	<u>      </u>
(3) Reviewed	52	736

\* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.

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MONTHLY REPORT-RECORDS CENTER  
December 1952

	<u>THIS MONTH</u>	<u>TO DATE*</u>
1. Records Storage (all figures in cubic feet)		
(a) Received	36	760
(b) Destroyed	23	32
(c) Storage Space: (Total)	6400	**—
Records	2563	—
Dist. Material	2887	—
Committed	950	—
Available	0	—
2. <u>Records Reference</u>		
(a) Service Requests	104	651
(b) Items on Requests	497	5713
3. Inter-Agency Reference Service	—	—
(a) Requests	1	10

\* The totals in the "To Date" column will revert to 0 at the end of each fiscal year and after June 1952, will always reflect the cumulative totals for the fiscal year of the report.

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MONTHLY REPORT - DISTRIBUTION

December 1952

	<u>THIS MONTH</u>		<u>TO DATE*</u>
	1951	1952	
<b>1. <u>INTELLIGENCE &amp; INFORMATION REPORTS</u></b>			
a. Request for Supplemental Distribution	320	352	1555
b. Intelligence Reports:			
Received (Copies 8004)	2550	196	6501**
Distributed (Copies 6324)	435	1056	4159
Returned "2000	33	797	3277
c. Information Reports			
Received (Copies 4582)	—	4582	9565**
Distributed (Copies 1100)	759	509	5961
<b>2. <u>ADMINISTRATIVE ISSUANCES</u></b>			
a. Request for Supplemental Distribution	26	45	316
b. Regulations			
(1) Initial Distribution			
(Copies 2484)		4	33
(2) Supplemental Distribution		472	3765
(Copies 1019)			
c. Notices			
(1) Initial Distribution		22	99
(Copies 51163)			
(2) Supplemental Distribution		33	1406
(Copies 148)			
d. Other			
(1) Initial Distribution (Copies 909)		3	8
(2) Supplemental Distribution		128	370
(Copies 134)			

\* The totals in the "To Date" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.

\*\* The July through September total of information reports received is included in the total of Intelligence Reports received.

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OFFICE OF GENERAL SERVICES

Monthly ☒ Report No. \_\_\_\_\_ Year \_\_\_\_\_

REPORT OF OPERATIONS

Weekly ☒ Organizational Unit Div.

Date:

Reporting Fr.

FROM:

TO:

SUBJECT: \_\_\_\_\_ Report of Operations for the Period Ending \_\_\_\_\_.

A. Personnel: On Duty \_\_\_\_\_ Vacancies \_\_\_\_\_ In Process \_\_\_\_\_

1. No. on leave 3 days or more \_\_\_\_\_.

2. No. on special detail out of office \_\_\_\_\_. How long: as much

3. There are \_\_\_\_\_ What for \_\_\_\_\_

4. No. pending resignation, transfer and/or reassignment \_\_\_\_\_.

5. Specific cases on item 4 not in previous reports. No. \_\_\_\_\_.

Case No. 1. (Attached additional sheet where required.)

6. New applicants interviewed \_\_\_\_\_ Recruited by Personnel \_\_\_\_\_ This Office \_\_\_\_\_.

7. Remarks:

a. Two trainees from DD/P on hand 3 days this week.

b. One photographer from IT/DD/P on duty this week pending departure for overseas station.

c. Two couriers detailed for two days to Records Center to assist in preparing large supplemental distribution requested by OGD.

d.

STAT

This is the 3rd request for transfer from personnel in the Mail Room during the past month.

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- e. Three employees in the Motor Pool Branch were seen to hear their grievances with respect to the rotation of pool drivers on the shuttles. Two of their complaints appear to be justified and the matter will be discussed with the Chief, Motor Pool Branch and the settlement or disposition of the matter will be reported promptly.

B. Administrative Problems

1. The Administrative Officer has informed me that the expenditure to date against the reproduction budget amounts to \$212,000 leaving a balance of only \$88,000 for the fiscal year. The supply officer has been instructed to report where issues on supplies and paper appear to be excessive based on past consumption. A determined effort directed by all supervisors is being made to conserve paper and supplies.
2. The improper addressing and wrapping of mail originating in the Office of Personnel was discussed with [ ] emphasizing that such practices contribute greatly to the delays in the distribution of mail and create internal problems for the Mail and Distribution Branch.
3. A meeting with all chauffeurs in the motor pool was held on Tuesday to discuss current rules and regulations stressing cleanliness, safety and courtesy.
4. 120 courier trips of a total of 180 scheduled trips were made during the week. The loss in trips is due to 3 vacant positions plus the fact that two couriers were detailed to NSC for 3 days.

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C. Project Status Report: (Attached as appendix A)

1. Description of Project No. 1 (See sample attached.)

- a. What is it?
- b. When is it produced?
- c. What is it for?
- d. How is it done?
- e. Where is it located?
- f. Why is it necessary?

2. Date action initiated \_\_\_\_\_ Estimated completion date \_\_\_\_\_  
Completed \_\_\_\_\_

3. Remarks:

D. Workload Statistics:

☐  
Yes

☐  
No

Monthly Workload statistics attached as appendix B. (See sample attached.)

F. Work Improvement Program:

☐  
Yes

☐  
No

Monthly status report attached as appendix C. (See sample attached.)

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